

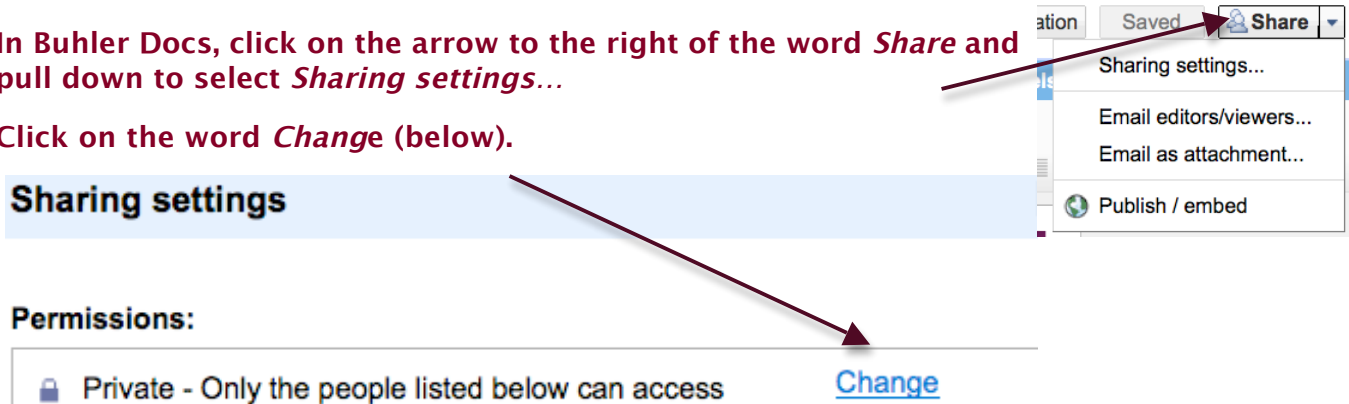
Buhler Docs to LiveBinders

Publish Buhler Docs items to LiveBinders portfolios using these steps with screen shots below:

1. In Buhler Docs, click **Share**, then choose **Sharing settings**.
2. Click on the word **Private** and select the **1st choice: Anyone on the Internet**.
3. **Copy the web link** that appears now at the top of this window. Right-click, Edit-copy, or CTRL-click to copy the link.
4. Open LiveBinders.com and log in. Paste the web link and click **Insert**.

In Buhler Docs, click on the arrow to the right of the word **Share** and pull down to select **Sharing settings...**

Click on the word **Change** (below).



Select the 1st option: **Anyone on the Internet can find and access. No sign-in required.**

Sharing settings

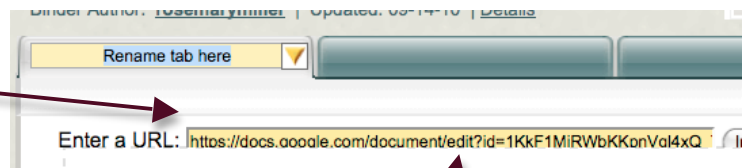
Visibility options:

- ☒ **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐ **Anyone with the link**
Anyone who has the link can access. No sign-in required.

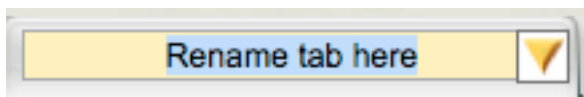
Copy the **web link** that appears now at the top of this window. Use right-click, Edit-copy, or CTRL-click to copy the link.



Open LiveBinders.com and log in. Paste the web link and click **Insert** (on the **Insert** button to the right of the yellow link).



Click on the tab to rename it. (See below.)



For a slide show change the word **edit** to the word **view**.